

Republic of the Philippines

Department of Education region x

DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

April 22, 2022

CAGAYAN DE ORO CITY

RELEASED APR 2 5 2022

The School Principal

Private Elementary, Secondary, and Senior High Schools Division of Cagayan de Oro City

Sir/Ma'am:

Warm greetings of hope.

Please see attached Regional Advisory No. 77 s.2022 on SEC Updates with for your reference and guidance.

Thank you.

Very truly yours,

CHERRY WAE L. LIMBACO-REYES
Schools Division Superintendent



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City

Telephone: (08822)-8550048

theen



Republic of the Philippines **Department of Education**REGION X – NORTHERN MINDANAO



Regional Advisory No. 47, s. 2022

March 31, 2022

Complying with DepEd Order No. 8, s. 2013, this Office issues this Advisory, not for endorsement per DO 28, s. 2001, but for the information of DepEd Officials, personnel/staff, and the concerned public.

SEC UPDATES

(Visit deped 10.com)

The Securities and Exchange Commission (SEC) has released its webinar materials during its virtual conference for private school administrators on March 17 for private school administrators, staff, faculty, SDOs private school coordinator, and QAD personnel.

Attached is a copy of webinar materials for updates.

This Office directs the immediate and wide dissemination of this Advisory.

ATCH .: As stated

To be indicated in the <u>Perpetual Index</u> under the following subjects:

MATERIAL

PRIVATE SCHOOL











ANNEX "D"

SUBMISSION OF E-MAIL ADDRESSES AND MOBILE NUMBERS (for Corporations)

Corporate name:
SEC registration number:
Official electronic mail address:
Official mobile number:
Alternate electronic mail address:
Alternate mobile number:
AUTHORIZATION
I, [Name of the Duly Authorized Representative], the duly authorized representative of [name of the corporation], (hereinafter "the Corporation"), a corporation duly organized and existing under the laws of the Philippines, with office address at [principal office address], and SEC Registration Number [SEC Registration Number], hereby authorize the Securities and Exchange Commission of the Philippines to send notices, letter-replies, orders, decisions, and/or other documents emanating from the Commission through the Corporation's electronic ("e-mail") addresses [e-mail addresses of the Corporation], and mobile numbers [mobile numbers of the Corporation] for the purpose of complying with the notice requirement of administrative due process.
or
CERTIFICATION OF AUTHORIZATION
I, [Name of the Corporate Secretary], the duly elected/appointed corporate secretary of [name of the corporation], (hereinafter "the Corporation"), a corporation duly organized and existing under the laws of the Philippines, with office address at [principal office address], and SEC Registration Number [SEC Registration Number], hereby certify that, in a resolution dated [date of resolution], the board of directors/trustees of the Corporation approved the designation of the following electronic ("e-mail") addresses, [e-mail addresses of the Corporation], and mobile numbers [mobile numbers of the Corporation], and authorized the Securities and Exchange Commission of the Philippines to send notices, letter-replies, orders, decisions, and/or other documents emanating from the Commission through the foregoing e-mail addresses and mobile numbers for the purpose of complying with the notice requirement of administrative due process.
IN WITNESS WHEREOF, I have hereunto affixed my signature this day of at

[Signature over printed name]
Representative/Corporate Secretary



ANNEX "E"

SUBMISSION OF E-MAIL ADDRESSES AND MOBILE NUMBERS (for Partnerships)

Partnership name:
SEC registration number:
Official electronic mail address:
Official mobile number:
Alternate electronic mail address:
Alternate mobile number:
AUTHORIZATION
I, [Name of the Managing-Partner/Duly Authorized Representative], the Managing-Partner/Duly Authorized Representative of [name of the partnership], (hereinafter the "Partnership"), a partnership duly organized and existing under the laws of the Philippines, with office address at [principal office address], and SEC Registration Number [SEC Registration Number], hereby authorize the Securities and Exchange Commission of the Philippines to send notices, letter-replies, orders, decisions, and/or other documents emanating from the Commission through the Partnership's electronic ("e-mail") addresses [e-mail addresses of the Partnership], and mobile numbers [mobile numbers of the Partnership] for the purpose of complying with the notice requirement of administrative due process.
IN WITNESS WHEREOF, I have hereunto affixed my signature this day of at

[Signature over printed name]
Managing-Partner/Representative



ANNEX "F"

SUBMISSION OF E-MAIL ADDRESSES AND MOBILE NUMBERS (for Individuals)

Complete name:
Identification/SEC registration number:
Official electronic mail address:
Official mobile number:
Alternate electronic mail address:
Alternate mobile number:
AUTHORIZATION
I, [Name of individual/duly authorized representative], hereby authorize the Securities and Exchange Commission of the Philippines to send notices, letter-replies, orders, decisions, and/or other documents emanating from the Commission through my electronic ("e-mail") addresses [e-mail addresses of the individual], and mobile numbers [mobile numbers of the Individual] for the purpose of complying with the notice requirement of administrative due process.
IN WITNESS WHEREOF, I have hereunto affixed my signature this day of at
ICan at us over printed name!

[Signature over printed name]
[Title/Position/Profession]



ANNEX "G"

NOTICE TO CHANGE E-MAIL ADDRESS AND/OR MOBILE NUMBER (for Corporations)

Corporate name:					
SEC registration number:					
Electronic mail address	to be rep	laced:			
New Electronic mail add Designation of New E-m		ess (check the c	appropriate	: box):	
	I] Official	[] Alternate	
Mobile Number to be rep	placed:				
New Mobile Number: Designation of New Mob	oile Numl	ber (check the	appropriat	e box):	
	[] Official	[] Alternate	
		AUTHO	RIZATION		
I, [Name of the Duly Author corporation], (hereinafter "the Corporation], (hereinafter "the Corporation], with office address Number], hereby authorize the replies, orders, decisions, and/orelectronic ("e-mail") address [number of the Corporation] for process.	Corporati at <u>[prind</u> Securitie r other d new e-ma	ion"), a corpor cipal office ad is and Exchang locuments emo il address of pose of compl	ration duly dress], and ge Commis anating fro the Corpo	organized and existing unde SEC Registration Number [sion of the Philippines to sen m the Commission through t ration], and/or mobile num	r the laws of the SEC Registration and notices, letter the Corporation's ber [new mobile
	CER	TIFICATION O	F AUTHOR	RIZATION	
I, [Name of the Corporate Secorporation], (hereinafter "the Corporation], (hereinafter "the Corporation], with office address Number], hereby certify that, in Corporation approved the design Corporation], and/or mobile number Exchange Commission of the Phiemanating from the Commission of complying with the notice required.	Corporating at Iprimal	ion"), a corpor cipal office ad ution dated [d f the following w mobile numb to send notices h the foregoing t of administra	ration duly Idress], and Idte of reso electronic ber of the C s, letter-rep g e-mail ad ative due pr	organized and existing under [I SEC Registration Number [I lution], the board of director ("e-mail") address, [new e-mail") and authorized the corporation of the composition of the composition of the corporation of the cor	er the laws of the SEC Registration rs/trustees of the ail address of the the Securities and other document for the purpose
IN WITNESS WHEREOF, I have	hereunto	affixed my sig	nature this	day of	at

[Signature over printed name]
Representative/Corporate Secretary



SEC. 5. Person in Control. - The e-mail addresses and cellular phone numbers shall be under the control of the corporate secretary, the person charged with the administration and management of the corporation sole, the resident agent of the foreign corporation, the managing partner, the individual, or the duly authorized representative; Provided, that the corporation, association, partnership or individual shall also submit proof of the authorized representative's authority (i.e. special power of attorney or secretary's certificate) to control the e-mail addresses and cellular phone numbers, and to sign and file the Submission (described in paragraph 6), Authorization/Certification of Authorization (described in paragraph 9) and/or Certification (described in paragraph 11).

SEC. 6. Submission. - The Submission of E-mail Addresses and Cellular Phone Numbers shall include the following:

- a. Complete name of the corporation, association, partnership, or person;
- b. The SEC registration number or identification number;
- c. Official electronic mail address;
- d. Official cellular phone number;
- e. Alternate electronic mail address;
- f. Alternate cellular phone number;
- g. For corporations, the complete name and signature of the corporate secretary, the person charged with the administration and management of the corporation sole, or the duly authorized representative;
- For partnerships, the complete name and signature of the managing-partner or the duly authorized representative; and
- For natural persons, his/her signature or his/her duly authorized representative's signature.

SEC. 7. Inclusion in GIS or NUF. - Beginning February 23, 2021 onwards, the e-mail addresses and cellular phone numbers shall be included in the General Information Sheet (GIS) or Notification Update Form (NUF) regularly filed with the Commission. If a corporation fails to include the e-mail addresses and cellular phone numbers in the GIS or NUF regularly filed with the Commission, such GIS or NUF shall be considered incomplete.

(Modified 1st page of GIS for Stock, Non-Stock and Foreign Corporations are attached hereto as Annexes "A" to "C" and "C-1".)

SEC. 8. Purpose of E-mail Addresses. - Both the official and alternate e-mail addresses shall be where transactions, applications, letters, requests, papers and pleadings under the jurisdiction of, or for consideration by, the Commission may be processed, submitted and/or filed online. The Commission may likewise send notices, letter-replies, orders, decisions and/or other documents through said e-mail addresses, and the corporations, associations, partnerships and individuals are deemed to have received those notices, letter-replies, orders, decisions and/or other documents on the date so sent by the

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Republic of the Philippines Department of Finance Securities and Exchange Commission

Commission. Service of notice through this process shall be considered compliance with the notice requirement of administrative due process.

SEC. 9. Authorization. - The Submission of the e-mail addresses and cellular phone numbers shall be accompanied by a duly signed Authorization or Certification of Authorization, which shall state that the corporation, partnership, association, or person allows the Commission to send notices, letter-replies, orders, decisions, and/or other documents through the e-mail addresses and cellular phone numbers provided, for the purpose of complying with the notice requirement of administrative due process. If the principal is an individual, he or she shall sign the Authorization, or it shall be signed by the duly authorized representative. If the principal or entity is a partnership, it shall be signed by the managing-partner or the duly authorized representative. If the principal or entity is a foreign corporation, it shall be signed by the resident agent or the duly authorized representative. If the principal or entity is a corporation sole, the Certification of Authorization shall be signed by the corporate secretary, or the Authorization shall be signed by the person charged with the administration and management of the corporation sole or the duly authorized representative. For other types of domestic corporations, the Certification of Authorization shall be signed by the corporate secretary, or the Authorization shall be signed by the duly authorized representative.

Samples of the Submission of E-mail Addresses and Cellular Phone Numbers are attached hereto as Annexes "D" to "F".

SEC. 10. Purpose of Cellphone Numbers. -The provision for designating an official cellphone number to be provided by all entities registered with the SEC is an additional security measure to ensure that the person accessing the e-mails sent by the Commission is the authorized person of the corporation or partnership to receive and retrieve the same. For every transmittal, Multi-Factor Authentication (MFA) utilizing mechanisms such as One-Time Personal Identification Number (OTP) scheme or Two-Step Verification by a Software-Based Authenticator will be performed by SEC to said cell phone number which the authorized person will have to input before the e-mail message can be retrieved.

SEC. 11. No Internet Access. - If a corporation, association, partnership, or person is unable to create an e-mail account due to the fact that the area where the principal office address is located has no internet access, only the official and alternate cellular phone numbers shall be required to be submitted to the Commission; Provided, that such person, the corporate secretary, the managing partner, the person charged with the administration and management of the corporation sole, or the authorized representative shall execute and file a Certification that the corporation, partnership, association, or person is unable to create an e-mail account due to the fact that the area where the principal office address is located has no internet access; Provided, further, that, within thirty (30) days from the time the area where the principal office is located gains access to the internet, the corporation, partnership, association, or person shall submit to the Commission the official e-mail address and alternate e-mail address.



SEC. 5. Person in Control. - The e-mail addresses and cellular phone numbers shall be under the control of the corporate secretary, the person charged with the administration and management of the corporation sole, the resident agent of the foreign corporation, the managing partner, the individual, or the duly authorized representative; Provided, that the corporation, association, partnership or individual shall also submit proof of the authorized representative's authority (i.e. special power of attorney or secretary's certificate) to control the e-mail addresses and cellular phone numbers, and to sign and file the Submission (described in paragraph 6), Authorization/Certification of Authorization (described in paragraph 9) and/or Certification (described in paragraph 11).

SEC. 6. Submission. - The Submission of E-mail Addresses and Cellular Phone Numbers shall include the following:

- a. Complete name of the corporation, association, partnership, or person;
- b. The SEC registration number or identification number;
- c. Official electronic mail address;
- d. Official cellular phone number;
- e. Alternate electronic mail address;
- f. Alternate cellular phone number;
- g. For corporations, the complete name and signature of the corporate secretary, the person charged with the administration and management of the corporation sole, or the duly authorized representative;
- For partnerships, the complete name and signature of the managing-partner or the duly authorized representative; and
- For natural persons, his/her signature or his/her duly authorized representative's signature.

SEC. 7. *inclusion in GIS or NUF.* - Beginning February 23, 2021 onwards, the e-mail addresses and cellular phone numbers shall be included in the General Information Sheet (GIS) or Notification Update Form (NUF) regularly filed with the Commission. If a corporation fails to include the e-mail addresses and cellular phone numbers in the GIS or NUF regularly filed with the Commission, such GIS or NUF shall be considered incomplete.

(Modified 1st page of GIS for Stock, Non-Stock and Foreign Corporations are attached hereto as Annexes "A" to "C" and "C-1".)

SEC. 8. Purpose of E-mail Addresses. - Both the official and alternate e-mail addresses shall be where transactions, applications, letters, requests, papers and pleadings under the jurisdiction of, or for consideration by, the Commission may be processed, submitted and/or filed online. The Commission may likewise send notices, letter-replies, orders, decisions and/or other documents through said e-mail addresses, and the corporations, associations, partnerships and individuals are deemed to have received those notices, letter-replies, orders, decisions and/or other documents on the date so sent by the



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Commission. Service of notice through this process shall be considered compliance with the notice requirement of administrative due process.

SEC. 9. Authorization. - The Submission of the e-mail addresses and cellular phone numbers shall be accompanied by a duly signed Authorization or Certification of Authorization, which shall state that the corporation, partnership, association, or person allows the Commission to send notices, letter-replies, orders, decisions, and/or other documents through the e-mail addresses and cellular phone numbers provided, for the purpose of complying with the notice requirement of administrative due process. If the principal is an individual, he or she shall sign the Authorization, or it shall be signed by the duly authorized representative. If the principal or entity is a partnership, it shall be signed by the managing-partner or the duly authorized representative. If the principal or entity is a foreign corporation, it shall be signed by the resident agent or the duly authorized representative. If the principal or entity is a corporation sole, the Certification of Authorization shall be signed by the corporate secretary, or the Authorization shall be signed by the person charged with the administration and management of the corporation sole or the duly authorized representative. For other types of domestic corporations, the Certification of Authorization shall be signed by the corporate secretary, or the Authorization shall be signed by the duly authorized representative.

Samples of the Submission of E-mail Addresses and Cellular Phone Numbers are attached hereto as Annexes "D" to "F".

SEC. 10. Purpose of Cellphone Numbers. -The provision for designating an official cellphone number to be provided by all entities registered with the SEC is an additional security measure to ensure that the person accessing the e-mails sent by the Commission is the authorized person of the corporation or partnership to receive and retrieve the same. For every transmittal, Multi-Factor Authentication (MFA) utilizing mechanisms such as One-Time Personal Identification Number (OTP) scheme or Two-Step Verification by a Software-Based Authenticator will be performed by SEC to said cell phone number which the authorized person will have to input before the e-mail message can be retrieved.

SEC. 11. No Internet Access. - If a corporation, association, partnership, or person is unable to create an e-mail account due to the fact that the area where the principal office address is located has no internet access, only the official and alternate cellular phone numbers shall be required to be submitted to the Commission; Provided, that such person, the corporate secretary, the managing partner, the person charged with the administration and management of the corporation sole, or the authorized representative shall execute and file a Certification that the corporation, partnership, association, or person is unable to create an e-mail account due to the fact that the area where the principal office address is located has no internet access; Provided, further, that, within thirty (30) days from the time the area where the principal office is located gains access to the internet, the corporation, partnership, association, or person shall submit to the Commission the official e-mail address and alternate e-mail address.



SEC. 12. Change of E-mail Address or Cellphone Number. - Should a corporation, partnership, association, or person decide to replace the official e-mail address, alternate e-mail address, official cellular phone number, and/or alternate cellular phone number, a Notice to Change E-mail Address and/or Cellular Phone Number shall be filed with the Commission, within five (5) days from the date the corporation, partnership, association, or person decided to change the e-mail address and/or cellular phone number. The Notice shall also be accompanied by an Authorization or Certification of Authorization, as described in Paragraph No. 9 of these rules, allowing the Commission to send notices, letter-replies, orders, decisions, and/or other documents through the new e-mail address and/or cellular phone number, for the purpose of complying with the notice requirement of administrative due process.

A sample Notice to Change E-mail Address and/or Cellular Phone Number is attached hereto as Annex "G".

SEC. 13. Double-Filing. - In case of double filing of e-mail addresses and cellular phone numbers, the Commission may summon the parties involved to determine the cause for the double filing, and to determine whether an intra-corporate dispute exists. If the Commission finds that an intra-corporate dispute exists and there is double filing, the Submissions of E-mail Addresses and Cellular Phone Numbers, and/or the Notices to Change E-mail Address and/or Cellular Phone Number, as well as the General Information Sheets, shall be marked "DISPUTED". The said Submissions, Notices and/or General Information Sheets may be unmarked by an order from the appropriate Court.

SEC. 14. Penalty. - Beginning February 23, 2021, a corporation, partnership, association, or person who fails to submit the e-mail addresses and cellular phone numbers within the period provided under these rules shall be administratively penalized with a penalty on the corporation, partnership, association, or person in the amount of Ten Thousand Pesos (P10,000.00).

SEC. 15. Confidentiality of Information. - Any information obtained by the Commission under these rules shall be treated as confidential and proprietary in nature, and shall not be made available to the public, subject to the exceptions provided under the Data Privacy Act of 2012, its implementing Rules and Regulations, and applicable issuances of the National Privacy Commission.

SEC. 16. Applicability of SEC Rules of Procedure. - The SEC Rules of Procedure, and other relevant rules and regulations promulgated by the Commission shall be complied with as far as practicable.

SEC. 17. Separability Clause. - If any of the provisions of these rules is declared invalid or unconstitutional, other provisions hereof which are not affected thereby shall continue to be in full force and effect.

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SEC. 18 Effectivity. - These rules shall take effect immediately after its publication in the Official Gazette or in at least Two (2) newspapers of general circulation in the Philippines.

Done this 27th day of August 2020, Pasay City, Philippines.

MILIO BYAQUINO Chairperson

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ANNEX "A"

GENERAL INFORMATION SHEET (GIS) FOR THE YEAR STOCK CORPORATION

GENERAL INSTRUCTIONS:

- 1. FOR USER CORPORATION: THIS GIS SHOULD BE SUBMITTED WITHINTHIRTY (30) CALENDAR DAYS FROM THE DATE OF THE AMALIAL STOCKHOLDERS' MEETING, DO NOT LEAVE ANY IT CHE BLANK, VERTE "NA." IF THE INFORMATION REQUIRED IS NOT APPLICABLE TO THE CORPORATION OF "NONE" IF THE INFORMATION IS NON-EXISTENT, IF THE AMAULA STOCKHOLDERS' MEETING IS HELD ON A DATE OTHER THAN THAT STATED IN THE BY-LAWS, THE GIS SHALL BE SUBMITTED WITHIN THIRTY (30) CALENDAR DAYS AFTER THE LECETION OF THE DIPECTORS, TRUSTEES AND OFFICERS OF THE
- IF NO MEETING IS HELD, THE CORPORATION SHALL SUBMITTHE GIS NOT LATER THAN JANUARY 30 OF THE FOLLOWING YEAR. HOWEVER, SHOULD AN ANNUAL STOCKHOLDERS' MEETING BE HELD THEREAFTER, A NEW GIS SHALL BE SUBMITTED/FILED.
- 3. THIS GIS SHALL BE ACCOMPUSHED IN ENGLISH AND CERTIFIED AND SWORN TO BY THE CORPORATE SECRETARY OF 4. THE SEC SHOULD BE TIMELY APPRISED OF RELEVANT CHANGES IN THE SUBMITTED INFORMATION AS THEY ARISE. FOR CHANGES RESULTING FROM ACTIONS THAT AROSE BETWEEN THE ANNUAL MEETINGS, THE CORPORATION SHALL SUBMIT AMENDED GIS CONTAINING THE NEW INFORMATION TOGETHER WITH A COVER LETTER SIGNED THE CORPORATE
- SECRETARY OF THE CORPORATION. THE AMENDED GIS AND COVER LETTER SHALL BE SUBMITTED WITHIN SEVEN IT DAYS.

 SEMBIT FOUR 1() COPIES OF THE GIS TO THE RECEIVING SECTION AT THE SEC MAIN OFFICE, OR TO SEC SATELLITE OFFICES.

 OR EXTENSION OFFICES, ALL COPIES SHALL UNIFORMLY BE ON AS OR LETTER-SIZED PAPER. THE PAGES OF ALL COPIES.
- c. ONLY THE GIS ACCOMPLISHED IN ACCORDANCE WITH THESE INSTRUCTIONS SHALL BE CONSIDERED AS 7. THIS GIS MAY BE USED AS EVIDENCE AGAINST THE CORPORATION AND IT'S RESPONSIBLE DIRECTORS/OFFICERS FOR ANY

VIOLATION OF EXISTING LAWS, RULES AN	ND REGULATIONS		
A ************************************	PLEASE PRINT LEGIDLY	**************	
CORPORATE NAP			DATE REGISTERED:
BUSINESS/TRADE NAME:			FISCAL YEAR END:
SEC REGISTRATION NUMBER:			
DATE OF ANNUAL MEETING PER BY-	200		CORPORATE YAX IDEATIFICATION SUMDER [TIN]
ACTUAL DATE OF ANNUAL MEETING	:		WEDSITE/BRA ADDRESS:
COMPLETE PRINCIPAL OFFICE ADDR	ESSS:		E-HAIL ADBRESS;
COMPLETE BUSINESS ADDI			PAX BRHPER:
OFFICIAL F-MAIL ADDRESS ALTERNA	TF F-MAIL AONRESS (UFF)U	TAL MOBICE WOMBE	GITERBAYE HODILE SO.
NAME OF EXTERNAL AUDITOR & ITS	SIGNING PARTNER: SEC ACC		verepasse annseries.
PRIMARY PURPOSE/ACTIVITY/INDUS	TRY PRESENTLY ENGINDUS	TRY CLASSIFICATIO	GEOGRAPHICAL COD
	TERCOMPANY AFFILIATIONS	- unncammennumen	
PARENT COMPANY	SEC REGISTRATION NO.	ADI	DRESS
SUBSIDIARY/AFFILIATE	SEC REGISTRATION NO.	ADI	DRESS
			an tanan mangapatan kanan kada aya tana aya tanan dag digin dadi kadi baran da sanan

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Republic of the Philippines Department of Finance Securities and Exchange Commission

ANNEX "B"

GENERAL INFORMATION SHEET (GIS) NON-STOCK CORPORATION

FOR THE YEAR

GENERAL INSTRUCTIONS:

- 1. FOR USER CORPORATION. THIS GIS SHALL BE SUBMITTED WITHIN THIRTY (20) CALENDAR DAYS FROM THE DATE OF THE ANHUAL HERBERS'S MEETING AS STATED IN THE PLANS. DO NOT LEAVE ANY TERM BLOOME. WAITE THA. "IT THE ROTHATION REQUIRED IS NOT APPUIDABLE TO THE CORPORATION OF MONTH!" IT HE INFORMATION IS MONTHER THAT STATED IN THE EVALUARY. THE GIS SHALL BE SUBMITTED WITHIN THIRTY (20) CALENDAR DAYS AFTER THE ELECTION OF THE DIRECTORS, TRUSTEES AND OFFICERS OF THE CORPORATION ATTHE ANNUAL MEMBERS." MEETING.
- IF NO MEETING IS HELD, THE CORPORATION SHALL SUBHITTHE GIS NOTLATER THAN JANUARY 30 OF THE POLLOWING YEAR. HOWEVER, SHOULD AN ANHUAL MEMBER 5" MEETING BEHELD THEREAFTER, ANEW GIS SHALL BE SUBMITTED FILED.
- 3. THIS GIS SHALL BE ACCOMPLISHED INENGLISH AND CERTIFIED AND SWORN TO BY THE CORPORATE SECRETARY OF THE CORPORATION.
- 4. ALL CHANGES ARISING BETWEEN ANHUAL MEETINGS AND AFFECTING THE INFORMATION STATED IN THE GIS, SUCH AS THE DEATH, RESIGNATION OR CESSATION OF HOLDING OF OFFICE OF A DIRECTOR, TRUSTEE, OR OFFICER, SHALL BE REFLECTED IN AN AMERICED GIS LABELED AS SUCH AND THE CHANGES CLEARLY HIGHLIGHTED. THE AMENDED GIS SHALL BE SUBMITTED WITHIN SEVEN (T]DATS AFTERSUCH CHANGES OCCURRED ORBICAMEEFFECTIVE.
- 5. SUBMIT FOUR (4) COPIES OF THE GIS TO THE RECEIVING SECTION AT THE SEC MAIN OFFICE, OR TO SEC SATELLITE OFFICES OR EXTENSION OFFICES ALL COPIES SHALL UNFORMULTER ON A COLLETTER-SIZED PAPER, THE PAGES OF ALL COPIES SHALL USE ONLY ONE SIDE.
- 6. ONLY THE GIS ACCOMPLISHED IN ACCORDANCE WITH THESE INSTRUCTIONS SHALL BE CONSIDERED AS GOMPLIANT WITH EXISTING RULES AND REGULATIONS.
- 7. This gis may be used as evidence against the corporation and its responsible directors/trustees/officers for any violation of cristinglaws, rules and regulations

CORPORATE NAME:					DATE REG	STERED:
BUSINESS/ TRADE NAME					FISCAL YE	AR END:
SEC REGISTRATION NUMBER:	STATE OF	0	16	ii.	CORPORAT INENTIFICA	
DATE OF ANNUAL MEETING PER BY- LAWS:					VEBSITER	IRL ADDRESS:
DATE OF ACTUAL MEETING:						
COMPLETE PRINCIPAL OFFICE ADDRESS:					TELEPHON	NUMBER(\$):
COMPLETE BUSINESS ADDRESS:					FAX NUME	ER(\$):
OFFICIAL E-MAIL ABOR ALTI	ERNATE E-MAIL A	DDRESS	OFFICIAL HOB	ILE NU	MBER	ALTERNATE MOBILE NO
PRIMARY PURPOSE ENGAGED IM:						
NAME OF EXTERNAL AUDITOR & SIGNING					SEC CREDITATIO MUMBER:	TELEPHONE NUMBER(S):
F ENGAGED IN MICROFII Deposite Loans Money Transfer	NANCE BUSINE	Insurance Pro	ducts	-	BE FALED OF IMPUSTRY ASSIFICATION CODE:	BY SEC PERSONNEL BATIONAL GEOGRAPHICAL CODE (NGC):

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ANNEX "C"

	GENERAL INFORMA	TION S	HEET (GIS)	
	FOREIGH CO	RPORATI	он	
	FOR THE YEAR			
APPLICABLE OR "NONE" IF THE INFO 1. THIS GIS SHALL BE ACCOMPLISHED I 1. SUBMIT FOUR (4) COPIES OF THE GIS COMPLES CHARL LUNISHED MY PERM SE	OF MOT LEAVE ANT STEP ORMATIONIS NON-EXISTENT. IN ENGLISHAND CERTIFIED AN TO THE CENTRAL RECEIVING S OF LETTER-SIZED PAPER WIT ORMATING A SOFT COPY OF THE	D SWORN T ECTION, GF HA STANC IR GIS SHA	. WRITE "M.A." IF T OBY THE RESIDENT AN NOUND FLOOR, SEC BL DARD COVER PAGE. TH ALL SUBMIT FOUR (4) F	ME INFORMATION REQUIRED IS NOT GENT OF THE CORPORATION. DG., EDSA, MANDALLYONG CITY. ALL E PAGES OF ALL COPIES SHALL USE HARD COPIES OF THE GIS, TOGETHER
ONLY THE GIS ACCOMPLISHE THIS GIS MAY BE USED AS EVIDENCE. EXISTING LAWS, RULES AND REGULA	AGAINST THE MULTINATIONAL	THESE I	NSTRUCTIONS SN 7 AND ITS RESPONSIE	ALL BE CORSIDERED AS LEOFFICERS FOR ANY WOLATION OF
C Wants Cit			₩ (Suppluted	nama silan
To the territory of the	WANT CAST 445T	Fan Fan	ook sear got	
************	PLEASE PRINT	LEGIDAY	**********	
				ATE OF SEEDINGE OF SEC LICENSE
NAME OF FOREIGN CORPORATIO				
BUSINESS/TRADE HAME:				Piscal Year Ero:
SEC LICKNSE NUMBER:				Corporate tax indestificate number [tin]:
COUNTRY WHERE ORGANIZED:				WEDSITE/ORL ADDRESS:
ASSIGNED CAPITAL:				
OFFICIAL E-MAIL ADD ALTERNA	TE E-MAIL ADDRESS	official	AL HOBILE HUMBE	alverbaye Hobile Bo.
COMPLETE OFFICE ADDRESS IN				YELEPHONE/FAX NUMBER(5
PHILIPINES:				
Complete Name of the resident agent:				TELEPHONE/FAZ NUMBER(S):
BUSINESS AS STATED IN THE SEC LICENSE:				The state of the s
TOTAL SECURITIES DEPOSITED: EEOD OF SECURITIES	амо и и Т		(LOSES) BEFORE TAR DURING THE PRECEEDING TARABLE YEAR	
MUTUALFUND				
STOCKS				
BONDS		-		
ACCUMULATED INCOME/FUND				D UP BY SEC PERSONNEL
Balance based on the Financial statement of the Preceding Fiscal Tear			CLASSIFICATION CODE	NATIONAL GEOGRAPHILCAL CODE (NGC)

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Republic of the Philippines Department of Finance Securities and Exchange Commission

ANNEX "C-1"

GENERAL INFORMATION SHEET (GIS)

EGIONAL OPERATING HEADQUARTERS AND REGIONAL NEADQUARTERS OF MULTINATIONAL COMPANIE

POR THE TEAR

GENERAL INSTRUCTIONS:

1. FOR USER CORPORATION: THIS GIS SHOULD BE SUBMITTED:

- «Withintherity (29) Days after the issuance of the sequencing registration and ligense and is withintherity (29) Days from the anniversary date of the issuance of the sequencing registration and license, do not leave any tiem blank. Write "n.a." If the information required is not applicable or "none" if the information is non-existent.
- 1. THIS GIS SHALL BE ACCOMPLISHED IN ENGLISH AND CERTIFIED AND SWORN TO BY THE CORPORATE SECRETARY OF THE CORPORATION.
- 1. SUBMITFOUR (4) COPIES OF THE GIS TO THE CENTRAL RECEIVING SECTION, GROUND FLOOR, SECTION, MANDALLY ON GUITY, ALL COPIES SHALL UNIFORMLY BE OTHAR OR LETTER-SIZED PAPER WITH A STANDARD COVERPAGE. THE PAGES OF ALL COPIES SHALL USE ONLY ONE SIDE. CORPORATIONS SUBMITTING A COPY OF THE GIS, TOGETHER WITH A CERTIFICATION HORD COPY OF THE GIS, TOGETHER WITH A CERTIFICATION HORD COPY OF THE GIS, TOGETHER WITH A CERTIFICATION HORD COPY OF THE GIS, TOGETHER WITH A CERTIFICATION HORD COPY OF THE GIS, TOGETHER WITH A CERTIFICATION HORD COPY OF THE GIS, TOGETHER WITH A CERTIFICATION HORD COPY OF THE GIS, TOGETHER WITH A CERTIFICATION HORD COPY OF THE GIS, TOGETHER WITH A CERTIFICATION HORD COPY OF THE GIS, TOGETHER WITH A CERTIFICATION HORD COPY OF THE GIS, TOGETHER WITH A CERTIFICATION HORD COPY OF THE GIS, TOGETHER WITH A CERTIFICATION HORD COPY OF THE GIS, TOGETHER WITH A CERTIFICATION HORD COPY OF THE GIS, TOGETHER WITH A CERTIFICATION HORD COPY OF THE GIS, TOGETHER WITH A CERTIFICATION HORD COPY OF THE GIS, TOGETHER WITH A CERTIFICATION HORD COPY OF THE GIS, TOGETHER WITH A CERTIFICATION HORD COPY OF THE GIS, TOGETHER WITH A CERTIFICATION HORD COPY OF THE GIS, TOGETHER WITH A CERTIFICATION HORD COPY.
- I. ONLY THE GIS ACCOMPLISHED IN ACCORDANCE WITH THESE INSTRUCTIONS SHALL BE CONSIDERED AS HAVING
- 7. THIS GIS MAYBE USED AS EMIDENCE AGAINST THE MULTINATIONAL COMPANY AND ITS RESPONSIBLE OFFICERS FOR ANY MOLATION OF EXISTING LAWS, RULES AND REGULATIONS

/ NUMBER	STORESOURCE/CONSISTENCE	S HEISONAL MERIAGUAN IEHEL	
>	PARASE PRI	ET LECIBLY	
BARE OF HELTINATIONAL COMPANY:			
BUSINESS/TRADE NAME:			SEC LICENSE BRODER:
DATE OF ISSUANCE OF SEC	PARTY PORTON OF THE THEORY CONTINUES AND ADDRESS OF THE PARTY OF THE P		CORPORATE YAX IMBERTIFICATED BRIDER [TIR]:
COUNTRY WHERE ORGANIZED:			wedsite/ool oddress:
Fiscal Year End:			
COMPLEYE OFFICE ADDRESS IN THE PHILIPINES:	ACT OF THE STATE O		TELEPHONE/FAZ NUMBER(S):
OFFICIAL C-MAIL ADDR ALTERNAT	E E-HAIL ADDRESS	OFFICIAL MOBILE NUMBE	ALTERBAYE HABILE BA.
COMPLETE HAME OF THE RESPONSIBLE OFFICER TO WINGM SUMMONS MAT BE SERVED:			TELEPHONE/FAX MUMBER(S):
INVARD REMITANCE AS OF THE END OF THE FISCAL YEAR:	тичома		DATE

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ANNEX "D"

SUBMISSION OF E-MAIL ADDRESSES AND MOBILE NUMBERS (for Corporations)

(for corporations)
Corporate name:
SEC registration number:
Official electronic mail address:
Official mobile number:
Alternate electronic mail address:
Alternate mobile number:
AUTHORIZATION
[Name of the Duly Authorized Representative], the duly authorized representative of [name of the propertion], (hereinafter "the Corporation"), a corporation duly organized and existing under the laws of the hilippines, with office address at [principal office address], and SEC Registration Number [SEC Registration lumber], hereby authorize the Securities and Exchange Commission of the Philippines to send notices, letter epiles, orders, decisions, and/or other documents emanating from the Commission through the Corporation lectronic ("e-mail") addresses [e-mail addresses of the Corporation], and mobile numbers [mobile numbers of complying with the notice requirement of administrative due process.
or
CERTIFICATION OF AUTHORIZATION
[Name of the Corporate Secretary], the duly elected/appointed corporate secretary of [name of the orporation], (hereinafter "the Corporation"), a corporation duly organized and existing under the laws of the hillippines, with office address at [principal office address], and SEC Registration Number [SEC Registration Number [SEC Registration Number], hereby certify that, in a resolution dated [date of resolution], the board of directors/trustees of the forporation approved the designation of the following electronic ("e-mail") addresses, [e-mail addresses of the forporation], and mobile numbers [mobile numbers of the Corporation], and authorized the Securities and acknowledge Commission of the Philippines to send notices, letter-replies, orders, decisions, and/or other document manating from the Commission through the foregoing e-mail addresses and mobile numbers for the purpose complying with the notice requirement of administrative due process.
N WITNESS WHEREOF, I have hereunto affixed my signature this day of at
- The state of the
[Signature over printed name] Representative/Corporate Secretary

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Republic of the Philippines Department of Finance Securities and Exchange Commission

ANNEX "E"

SUBMISSION OF E-MAIL ADDRESSES AND MOBILE NUMBERS (for Partnerships)

Partnership name:
SEC registration number:
Official electronic mail address:
Official mobile number:
Alternate electronic mail address:
Alternate mobile number:
AUTHORIZATION 1. [Name of the Managing-Partner/Duly Authorized Representative] the Managing-Partner/Duly Authorized Representative of [name of the partnership], (hereinafter the "Partnership"), a partnership duly organized an existing under the laws of the Philippines, with office address at [principal office address], and SEC Registratic Number [SEC Registration Number], hereby authorize the Securities Exchange Commission of the Philippines to send notices, letter-replies, orders, decisions, and/or other documents emanating from the Commission through the Partnership's electronic ("e-mail") addresses [e-mail addresses of the Partnership], and mobile numbers [mobile numbers of the Partnership] for the purpose of complying with the notice requirement.
of administrative due process. IN WITNESS WHEREOF, I have hereunto affixed my signature this day of at

[Signature over printed name]
Managing-Partner/Representative

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ANNEX "F"

SUBMISSION OF E-MAIL ADDRESSES AND MOBILE NUMBERS (for Individuals)

Complete name:
Identification/SEC registration number:
Official electronic mail address:
Official mobile number:
Alternate electronic mail address:
Alternate mobile number:
AUTHORIZATION
I, [Name of individual/duly authorized representative], hereby authorize the Securities and Exchange Commission of the Philippines to send notices, letter-replies, orders, decisions, and/or other documents emanating from the Commission through my electronic ("e-mail") addresses [e-mail addresses of the individual], and mobile numbers [mobile numbers of the Individual] for the purpose of complying with the notice requirement of administrative due process.
IN WITNESS WHEREOF, I have hereunto affixed my signature this day of at

[Signature over printed name]
[Title/Position/Profession]



Republic of the Philippines Department of Finance Securities and Exchange Commission

ANNEX "G"

NOTICE TO CHANGE E-MAIL ADDRESS AND/OR MOBILE NUMBER (for Corporations)

Corporate name:				
SEC registration number:			the first first first one of the first fir	
Electronic mail address to be rep	placed:			No. West Construction to
New Electronic mail address: Designation of New E-mail Addr	ess (check the d	прргоргіа	ce box):	
[J Official	ſ] Alternate	
Mobile Number to be replaced:	Minima de la companya			
New Mobile Number: Designation of New Mobile Num	ber (check the	appropria	te box):	
I] Official	ſ] Alternate	
	AUTHOR	RIZATION		
<u>Number</u>], hereby authorize the Securitie replies, orders, decisions, and/or other detectronic ("e-mail") address <u>Inew e-mumber of the Corporation</u>] for the purprocess.	documents ema ail address of pose of comply	nating fro the Corpo	om the Commission through the Co tration], and/or mobile number [orporation' new mobil
CER	TIFICATION O	FAUTHO	RIZATION	
I, [Name of the Corporate Secretory], corporation], (hereinafter "the Corporat Philippines, with office address at [prin Number], hereby certify that, in a resolv Corporation], and/or mobile number [net Exchange Commission of the Philippines emanating from the Commission through of complying with the notice requirement.	, the duly ele- ion"), a corpora cipal office add ation dated fat the following of w. mobile numbe to send notices, a the foregoing	cted/appo ation duly dress], and te of reso electronic er of the C letter-rep e-mail ad	inted corporate secretary of [no organized and existing under the if SEC Registration Number [SEC Follows] lution], the board of directors/trus ("e-mail") address, [new e-mail ad- orporation], and authorized the Sec lies, orders, decisions, and/or other dress and/or mobile number for t	laws of the Registration stees of the dress of the curities and documents
IN WITNESS WHEREOF, I have hereunto	affixed my sign	ature this	day of	at
Militaria de Registra de Carta				

[Signature over printed name] Representative/Corporate Secretary